

**Article I – Name and Purpose**

1. This organization shall be known as the Madison Heights Youth Soccer Association, henceforth listed as **MHYSA**.
2. The purpose of **MHYSA** is to teach and promote the game of soccer for youth within the city of Madison Heights and surrounding areas.

**Article II - Affiliation and Authority**

1. **MHYSA** shall be affiliated with the Michigan State Youth Soccer Association (MSYSA) and, therefore, with US Youth Soccer, United States Soccer Federation (USSF) and FIFA (international organization).
2. The authority, laws and rulings of the MSYSA and USYSA shall at all times be complied with, and shall prevail in the event of conflict with the laws and rulings of **MHYSA**.
3. The **MHYSA** shall be incorporated as a non-profit organization under the laws of the United States of America and the State of Michigan. All contributions received shall be used only to accomplish the purpose of **MHYSA**.
4. In the event of dissolution, all assets, real and personal, shall be distributed to such organizations as are qualified as tax exempt under Section 501 (c) (3) of the Internal Revenue Code or the corresponding provisions of future United States Internal Revenue codes.

**Article III – Player Eligibility**

1. Players participating in the **MHYSA** recreational program shall be limited to those players who reside in the City of Madison Heights, Madison Public School District and Lamphere Public School District.
2. Players from other communities will be eligible when all residents registered to play are accommodated.
3. If a non-resident player has participated for one (1) seasonal year (fall-spring) then that player is eligible to participate in the **MHYSA**.

**Article IV – Membership**

Members of the **MHYSA** will be the parents or legal guardians of currently registered players; coaches, assistant coaches and team managers (if not a parent or legal guardian as stated above); non-parent volunteers; and Board Members.

**Article V – Organization and Elections**

1. **MHYSA** shall be governed by the Board of Directors elected at the annual general meeting (AGM). The Board of Directors shall consist of a President, Vice-President, Treasurer, Registrar, Secretary, Commissioner, Director of Coaching, Field & Equipment Manager, Recreational Division Managers, Select Division Manager, Fundraising Coordinator, Director of Public Relations and Communication, and Members at Large (limit of four).

**Article V – Organization and Elections (cont.)**

2. All members of the Board of Directors, except Members at Large who are appointed by the Board, are to be elected in alternating calendar years at the AGM in June.
  - a. The President, Secretary, Registrar, Fundraising Coordinator and Recreational Division Managers are to be elected in the even calendar years.
  - b. The Vice-President, Treasurer, Commissioner, Director of Coaching, Director of Public Relations and Communication, Select Division Manager and Field & Equipment Manager are to be elected in the odd calendar years.
3. Newly elected board members shall take office at the following general meeting in July, whereby outgoing board members shall deliver all pertinent records and documents, which are proprietary to the **MHYSA**, to their successors.
4. The President shall have been a member of the Board of Directors for at least one (1) year previous to election to the position of President.
5. The term of office for elected members of the Board of Directors shall be two (2) years from the date of installation on the Board, or for the balance of the term of office if replacing a member of the Board for any reason. Members at Large shall serve for one (1) year terms.
6. If an elective office becomes vacant, a successor shall be elected by the Board of Directors for the remainder of the term. If a vacancy occurs in the office of President, the Vice-President shall assume the office.
7. The Board of Directors shall appoint a nominating committee consisting of three (3) delegates. Two (2) shall be from the Board of Directors whose office is not up for election, and the remaining one (1) from the general membership. The chairman of the nominating committee shall be a Board of Directors member. The committee shall be appointed at the monthly general meeting, but no later than the April general meeting.
8. The nominating committee shall recommend one or more nominees for each office open for election at the June AGM. The committee must canvas the Board of Directors and general membership for nominees, which must be distributed to all members of **MHYSA** at least ten (10) days prior to the June AGM.
9. Nominations will be accepted from the floor at the June AGM, but in all cases, only those who have consented to serve if elected shall be eligible for nomination.
10. Elections are held at the June AGM. Votes are cast by secret ballot, and are counted and recorded by the nominating committee. Elections are decided by a simple majority and the newly elected officers presented during the AGM.
11. Any qualified person approved for nomination may run for an office.
12. Whenever a vacancy shall have occurred in the Board of Directors by reason of death, removal, resignation or otherwise, a majority of the directors then in office may fill the vacancy at any meeting, and the person so appointed shall be a director until his/her successor is elected at the next AGM. The resignation of a director shall be effective upon receipt of the Association or at a subsequent time set forth in the notice of resignation.

**ARTICLE VI – RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

1. The Board of Directors shall transact all business of the **MHYSA** and shall have powers to enforce the laws of the game, and the bylaws, rules, regulations and policies of this Association under authority of the MSYSA and USYSA. The Board of Directors shall have the power to settle all disputes and protests subject to the appeal procedures of the MSYSA and USYSA.
2. The Board of Directors may appoint committees and delegate authority for them to act on behalf of the Board.
3. The Board of Directors shall appoint a protest and disciplinary committee that consists of three (3) members of the Board of Directors to rule on all protests and disciplinary actions arising under these bylaws and operating rules during the seasonal year. The chairperson of this committee shall be the Vice-President. Any action taken by the disciplinary committee shall be in accordance with the MSYSA rules and regulations at a minimum. The committee shall operate according to the guidelines set forth in the operating rules.
4. The Board shall approve all purchases, uniform suppliers, and uniform and referee fees.
5. The Board shall establish team formation rules and geographic or any other limitations.
6. The Board shall approve publications of newsletters and other publications.
7. The Board shall approve registration fees, plans and dates.
8. The Board shall arrange for an annual accounting of the Association books at the end of the fiscal year, which is July 1 through June 30 of the following year.
9. The Board shall appoint legal, medical, and technical advisors as necessary.
10. The Board shall establish and amend the operating rules and regulations.
11. The Board shall conduct any other business necessary for the good of **MHYSA**.
12. All officers may be reimbursed for expenses incurred in the performance of their duties and approved by the Board of Directors. The officers of **MHYSA**, as such, shall not be monetarily compensated for the performance of services for the Association.
13. In order to fulfill their obligations to the Association, Board members shall make an attempt to attend all meetings. Any officer absent from three (3) consecutive monthly meetings, or is otherwise derelict in his/her duties, may be vacated from office at the discretion of the Board.
14. No Board member shall hold office in any other league with teams in competition with **MHYSA**.

**ARTICLE VII – DUTIES AND RESPONSIBILITIES OF OFFICERS****President**

1. Presides at monthly meetings of the Board of Directors and the AGM.
2. Calls meetings of the Board of Directors and sets the agenda.
3. May vote only in the case of a tie.
4. Makes appointments for special individual or committee assignments with the approval of the Board.
5. Signs checks of the Association with the treasurer, vice-president or registrar.
6. Responsible for external communication and serves as liaison between the local community and the Board.
7. Represents the Association at MSYSA meetings.

**Vice-President**

1. Presides at the monthly meetings of the Board of Directors and the AGM in the absence of the president. Delegate to MSYSA in addition to, or in the absence of the president.
2. Successor to the office of president in the event of a vacancy.
3. Chairs the Disciplinary Committee.
4. May co-sign Association checks.
5. Other duties as assigned by the president.

**Secretary**

1. Maintains an accurate record of all meetings of the Board of Directors and the AGM. Submits all minutes of the previous meetings for board approval into record.
2. Coordinates all internal correspondence for the Association.
3. Maintains **MHYSA** project plan.
4. Arranges for, and gives notice of all board and membership meetings.
5. Maintains Association records and documents.
6. Presides at the Board of Directors meetings and AGM in the absence of the president and vice-president.
7. Assists the Director of Public Relations and Communication in the creation of the program/annual report for the AGM.
8. Responsible for **MHYSA** hotline messages and updates as directed by the Board.
9. May appoint assistants as required.

**Director of Public Relations and Communication**

1. Responsible for all external communication of the Board of Directors and serves as liaison between the board and the membership of **MHYSA**.
2. Publishes the **MHYSA** newsletter and oversees contents of the **MHYSA** website.
3. Establishes deadlines for the submission of articles to the newsletter and or website.
4. Provides the program/annual report for the AGM.
5. Approves and distributes registration publicity.
6. Prepares or approves and distributes press releases and publicity for special events to the local media as approved by the board.
7. Coordinates participation in community affair activities that promote **MHYSA**.
8. May appoint assistants as required.

**Article VII – Duties and Responsibilities of Officers (cont.)****Treasurer**

1. Shall be bonded at the expense of the Association.
2. Maintains Association financial records and presents monthly reports on the financial status of the Association at the monthly Board meetings and the AGM. Also arranges for the appropriate filings with federal, state and local authorities.
3. Chairs the Budget Committee as appointed by the Board.
4. Arranges for the annual fiscal audit of the Association books by an independent qualified agency. The results of the audit shall be distributed at the AGM.
5. May sign checks with the president, vice-president and registrar. Two (2) signatures may be required on all checks.
6. Shall prepare annual budget projections based upon recommendations of the Budget Committee in May and present them to the Board of Directors.
7. May appoint assistants as required.

**Director of Registration**

1. Prepares registration publicity and submits to the Director of Public Relations and Communication for approval and distribution.
2. Coordinates the registration of all players of **MHYSA**.
3. Organizes registration – format, layout, dates and times.
4. Validates player passcards.
5. Works in conjunction with the division managers to assign players to teams and maintains team rosters.
6. Coordinates registration form distribution.
7. Collects registration fees and forwards them to the treasurer.
8. Distributes official team rosters and information packets to the division managers, president, treasurer and commissioner.
9. Member of the Budget Committee.
10. May appoint assistants as required.

**Commissioner**

1. Reviews game reports and maintains records of seasonal standings.
2. Serves as liaison between **MHYSA** and referees.
3. Responsible for the enforcement of the operating rules.
4. Member of the Disciplinary Committee.
5. Approves plans for the number of games, dates of play, tournaments, practice and game field usage.
6. Coordinates the use of all available fields for games and practices.
7. Coordinates the ordering and distribution of awards and trophies.

**Director of Coaching**

1. Responsible for appointing and confirming of coaches for house teams in all age divisions in conjunction with the division managers.
2. Conducts orientation for new coaches.
3. Arranges for instructional clinics for coaches and players.
4. Implements the discipline of infractions of the Association rules in relation to team coaches.
5. Shall maintain reference information regarding coaching techniques and ideas, and is responsible for the distribution of such as requested by coaches.
6. May appoint assistants as required.

**Article VII – Duties and Responsibilities of Officers (cont.)****Director of Fields and Equipment**

1. Responsible for all soccer equipment (purchasing, storing, distributing, collecting and replacing).
2. Responsible for coordinating field maintenance (grass cutting, lining, etc.) with the Madison Heights Dept. of Public Services.
3. Provides the Board with an annual equipment inventory.
4. Member of the Budget Committee.
5. May appoint assistants as required.

**Recreational Division Managers**

1. Conducts team selection in conjunction with the registrar.
2. Recruits coaches.
3. Conducts coaches meetings with their respective divisions.
4. Serves as liaison between the coaches and Board of Directors.
5. Publish and distribute league standings (interim and final).
6. Assists in game scheduling.
7. Members of Disciplinary Committee.

**Select Division Manager**

1. Acts as delegate to the Michigan Youth Soccer League (MYSL). Must attend delegate meetings and the AGM.
2. Recruits qualified coaches according to MHYSA and MYSL guidelines.
3. Serves as liaison between the select division playing in MYSL and the MHYSA board.
4. Organizes and coordinates select team tryouts.
5. Chairs team selection committee.
6. Member of disciplinary committee as it relates to the select division

**Fundraising Coordinator**

1. Coordinates all fundraising activities approved by the MHYS board.
2. Recruits volunteers
3. Maintains records of all fundraising activities involving MHYSA.
4. Submits all accountings of revenue received through various fundraising activities to the treasurer.

**Members at Large**

1. Appointed by the Board of Directors to fulfill various duties (e.g., uniforms, photographs, etc.).

**ARTICLE VIII – MEETINGS****Board of Directors Meetings**

1. The Board of Directors' General Board meeting shall be held the first Thursday of each month, unless otherwise specified by the President, at a time and place designated by the Board. The Board of Directors' Executive meeting shall be held the third Thursday of each month, unless otherwise specified by the President, at a time and place designated by the Board. Special meetings may be called at the request of at least three (3) board members.
2. At all meetings, a majority of the board members shall constitute a quorum.
3. General Board meetings are open to the public – the purpose being to discuss the business of **MHYSA**. Board of Directors only may vote. All members may discuss when addressed. Executive Board meetings are closed to the public – the purpose being to conduct the business of the MHYSA as discussed in the General Board meetings. Guests and advisors may be invited by the Board for presentations and consultations.
4. The agenda for the meetings shall be set by the President, and shall consist of, but are not limited to the following:  
  
Call to order; Roll call; Minutes; Treasurer's report; Reports of Officers; Division Managers reports; Committees; Unfinished business; New business; Open forum; Adjournment.
5. Each member of the Board of Directors, with the exception of the President, shall have one (1) vote on all matters requiring a vote. Votes shall be decided by a simple majority. In the case of an apparent tie a roll call vote can be requested. The President shall cast the deciding vote.
6. A Board member who will be absent from a meeting may give their proxy with such directions as deemed appropriate to be used at the meeting. The proxy must contain the date of the meeting; the person to whom the proxy is given; and the scope and purpose of the proxy. If the proxy is mailed, the stamped post date will be the accepted date and shall be the date one day prior to the stated meeting.

**Annual General Meeting**

1. The AGM shall take place in June and is open to the general membership. The date, time and place will be set by the Board and written notice given to the general membership not less than ten (10) days prior to the set date.
2. The purpose of the AGM is to elect Board members whose positions are up for elections and to distribute the annual report of the Association.
3. Special meetings may be called by the President at the request of the majority of the Board of Directors, or upon the request of 30% of the membership entitled to vote, which specifically states the object of the request. Written notice shall be given at least ten (10) days prior to the meeting and shall state the purpose for which the meeting has been called. Business conducted at the meeting will be limited to the specific purpose for which the notice was given.
4. Seventy-five percent (75%) of the board of directors entitled to vote shall constitute a quorum at the AGM.

**ARTICLE IX – RECALL PROCEDURE**

1. A petition stating reasons for a recall must be signed by fifty percent (50%) of the voting membership.
2. Petitions shall be presented to the Board of Directors.
3. A special meeting or monthly meeting shall be held within thirty (30) days of receipt of petition in order to take action.
4. Thirty-five percent (35%) of the voting membership must be present to constitute a quorum.
5. A simple majority of the voting membership present at the meeting shall be able to recall a member of the Board of Directors.

**ARTICLE X – METHOD OF AMENDING BYLAWS**

1. **MHYSA** bylaws may be amended by a two-thirds (2/3) majority vote of the Board of Directors.
2. All proposed amendments from the general membership shall be filed in writing with the Secretary at least thirty (30) days prior to the date of the AGM or special meeting called for that purpose.  
*\*Proposed amendments shall be distributed in the notice to the general membership at least ten (10) days prior to the AGM\**. A two-thirds (2/3) vote of members present and voting is required to amend the bylaws.

*\* Propose to remove*

3. Amendments cannot be in conflict with regulations set forth by MSYSA and USYSA.

**ARTICLE XI – PARLIAMENTARY AUTHORITY**

1. Robert's Rules of Order (newly revised) shall govern the **MHYSA** in all cases, and in all meetings.
2. The Board has the authority to appoint a parliamentarian as required.

**ARTICLE XII – BOARD OF DIRECTORS AUTHORITY**

1. If occasions arise that are not fully covered by these bylaws, the Board of Directors shall have full power to decide such cases.